



Appendix L

User Fees

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Introduction

Directions for collecting user fees for export certificates on animal products are covered in this appendix. Collect a fee for **each certificate issued**.

Collect fees for the following four types of certificates or certification endorsements:

- ◆ Export Certificate for Animal Products, VS Form 16-4
- ◆ Official USDA Letterhead
- ◆ Rubber Stamp Export Certificate applied to a port letterhead
- ◆ Certification accompanying grain shipments attesting to freedom from animal diseases

Exporters must pay by check¹ or money order made payable to “USDA, APHIS.” Require exporters to pay by personal check, money order, cashier's check, certified check, or traveler's check. **Never** accept cash.

Every certificate or certification signed by a PPQ officer must be recorded. As officers sign certificates, they must log in the appropriate information on a form or log. APHIS Form 80-R, Export Certification Record, may be used to record Phytosanitary Export Certificates may be used.

¹ Make certain that the following information appears on the face of the check: complete mailing address and telephone number, Social Security number or driver's license number or taxpayer identification number, and APHIS Form 81 control number.



If the exporter is willing to pay the overtime, you may issue certificates or sign endorsements of animal products **outside** of regular business hours.

There are five major tasks associated with collecting user fees. The tasks are listed in **Figure L-1-1** and are further explained in this appendix.

Tasks for Collecting User Fees

1. Set the fee
2. Collect the fee
3. Record fees collected
4. Remit fees collected
5. Manage records

FIGURE L-1-1 Overview of Tasks for Collecting User Fees

Materials

Have the following on hand to collect user fees:

- ◆ Blank copies of the Export Certificate Record (ECR) or similar log
- ◆ Book of blank receipts, SF Form 1165, or your own in-house book of receipts
- ◆ Blank copies of APHIS Form 94, Record of Public Funds Received, for remitting fees to the lock box in St. Louis, MO
- ◆ Blank copies of VS Form 16-4, Export Certificate for Animal Products

Set the Fee

Set the fee as follows:

1. Charge \$31 for each certificate for any animal or nonanimal products (including grain).
2. Use **Table L-1-1** to determine whether to charge or how much to charge if you must correct, replace or reissue a certificate or certification.

TABLE L-1-1 Fees for Replaced or Reissued Certificates

If the error:	Then:
Requires more than a minor pen and ink change	CHARGE \$31
Can be corrected by a minor pen and ink change	CORRECT the certificate and don't charge anything for it

Collect the Fee

Collect the fee only after signing the certificate or endorsement.



Accept a personal check only if the charge is for \$100 or less. If the exporter asks for a receipt, issue one using SF 1165 (a generic receipt form). Checks must be drawn on a U.S. Bank and must be payable in U.S. Funds.

Record Collected Fees

Record and log your actions on APHIS Form 80-R, Export Certification Record, or a similar form, as follows:

1. Date the certificate or certification.
2. Assign a consecutive number based on your port's current system or a new numbering system beginning with 001 preceded by the initials of the port's designation and the fiscal year (for example, Chicago could begin ORD 02-001, CHI 02-001, IKK 02-001, etc.). Examples of current numbering systems:
 - ❖ BOS 0357236, BOS 0357237, BOS 0357238...
 - ❖ Oakland 02-001, Oakland 02-002, Oakland 02-003...
 - ❖ Knoxville 47001, Knoxville 47002, Knoxville 47003...
3. Keep the log scrupulously. It may be audited. Modify the APHIS Form 80-R, Export Certification Record, to log certificates or certification signed. You may create your own form. As a minimum, include the following information:
 - ❖ Unique number assigned
 - ❖ Date signed
 - ❖ Signature of endorsing PPQ officer
 - ❖ Amount of the fee collected (\$31)
 - ❖ Method of payment
 - ❖ Date payment was remitted

Remit Collected Fees

When a check or money order is collected, remit it to the lock box using an APHIS Form 94, Record of Public Funds Received. Make a copy of the check for your port records. You may enter more than one transaction on an APHIS Form 94.

Directions for completing and submitting APHIS Form 94 are as follows:

1. Enter your complete mailing address in *Block 4* of the APHIS Form 94.
2. Enter the 10-digit Accounting code and the 4-digit Budget Object Code (BOC) for each payment. Your use of the full accounting code and revenue source (BOCs) on the APHIS Form 94 allows you to enter more than one type of payment on each form.
3. Make sure all checks are made payable to USDA, APHIS.



Checks drawn on a foreign bank must be marked, "Payable in U.S. Dollars."

4. If cash is received, get a money order; **never** take the cost of the money order from the cash received. You may receive reimbursement by completing an SF-1164, Claim for Reimbursement for Expenditures on Official Business.
5. Send the checks or money orders (collected fees) along with the original and one copy of the APHIS FORM 94 to the following address within 24 hours of receipt:

USDA, APHIS, User Fees
P.O. Box 952180
St. Louis, MO 63195-2180



Never send cash. Send check or money order only.

6. Retain one copy of the APHIS Form 94 until a receipted copy is received from MRP-MBS. Please notify the Accounts Receivable Team if you have **not** received the receipted copy within 3 weeks of your submission.

Manage Records

Since the user fee program for export certification is an APHIS program where money is collected and handled directly, certifying officials must maintain an audit trail. Therefore, to prevent future difficulty, each issuing office is to maintain a sufficient audit trail as follows:

Annual Maintenance

Collect and maintain records and file as follows:

1. Collect both the issuing office copies of the export certificates associated with the log of certificates issued and each copy of the APHIS Form 94 used to send in money for the certificates listed on the log (ECR), together with a copy of each check.
2. Highlight, on the APHIS Form 94, the amounts that pertain to the certificates listed on the log (ECR).
3. Attach the associated export certificates, a copy of each check, and APHIS Form 94 to its log (ECR).
4. File the assembled records for the current fiscal year. After you close out a fiscal year, you must store the records. Records must be stored on site for two complete fiscal years plus the current fiscal year.
5. Following storage of the records on site for the appropriate time, forward them to the Records Retention Center. This center will hold on to records for an additional 4 fiscal years and 6 months prior to destroying them.

Examples of Forms for Collecting User Fees

The forms listed below are related to collecting user fees:

- ◆ APHIS Form 47, Transmittal and Receipt for Accountable Items
- ◆ APHIS Form 80-R (ECR), Export Certificate Record
- ◆ APHIS Form 94, Record of Public Funds Received
- ◆ VS Form 16-4, Export Certificate for Animal Products

TRANSMITTAL AND RECEIPT FOR ACCOUNTABLE ITEMS				USDA-APHIS 1. DATE PREPARED	
ISSUING OFFICE: Complete applicable items 1 through 9. Original and one copy to accompany the items to the receiving office. Retain one copy. RECEIVING OFFICE: Complete items 11 through 15 and return original to issuing office in item 3.					
2. TO:			3. FROM:		
4. ACCOUNTABLE FORMS ENCLOSED					
A. FORM NO.	B. TITLE	C. QUANTITY	D. UNIT OF ISSUE	E. SERIAL NOS. (Inclusive)	
				FROM	THROUGH
SF-1103	U.S. Government Bill of Lading				
AD-107	Report of Transfer or Other Disposition of Construction of Property - For Sales				
APHIS-89	Report of Reimbursable Inspection and Quarantine Service				
	Identification Card				
5. CREDIT CARDS - LICENSE PLATES ENCLOSED					
A. TYPE	B. NAME OF ISSUING COMPANY	C. NO. ENCLOSED	D. CREDIT CARD OR LICENSE PLATE NOS.		
			FROM	THROUGH	
Telephone Toll Credit Card					
Auto Rental Credit Card					
GSA National Credit Card (Service station use) (Return expired credit cards being replaced)					
License Plates					
APHIS Decals					
6. ACCOUNTABLE ITEMS					
A. DESCRIPTION	B. QUANTITY	C. SERIAL NOS. (Inclusive)			
		FROM	THROUGH		
7. REMARKS					
8. SIGNATURE OF ISSUING OFFICIAL		9. TITLE		10. DATE	
ACKNOWLEDGMENT OF RECEIPT <i>I acknowledge receipt of the above items except as noted in item 11 below.</i>					
11. EXCEPTIONS					
12. "X" IF EXPIRED CREDIT CARDS ARE ATTACHED	13. SIGNATURE OF ACCOUNTABLE OFFICER		14. TITLE		15. DATE RECEIVED
<input type="checkbox"/>					

APHIS FORM 47 (APR 2001) Previous editions may be used.

FIGURE L-1-2 APHIS Form 47, Transmittal and Receipt for Accountable Items (blank)

EXPORT CERTIFICATE RECORD

1. FIRM NAME AND ADDRESS		2. PREPAYMENT DATE		3. CHECK IDENTIFICATION NUMBER				
		4. Certificates	6. x \$50	6. Total	7. Credit Brought Forward d	8. Credit used this page	9. Credit Balance	10. Amount Paid
11. RESPONSIBLE AGENT		12. PHONE NUMBER		13. SERIAL RANGE			14. ISSUING OFFICER	

CERTIFICATE RETURNED (Check appropriate box)								
15. SERIAL NUMBER	16. DATE	17. SIGNED	18. CR \$43 REISSUED	19. CR \$43 VOID/ UNUSED	20. CR \$43 REIMBURSABLE OVERTIME	21. CR \$27 NON COMM OR LOW VALUE	22. CREDIT DUE	23. INITIALS
TOTALS			24. CR \$43 X	25. CR \$43 X	26. CR \$43 R O/T X	27. CR \$27 X	28. TOTAL CREDIT DUE	29. PREVIOUS CREDIT BALANCE
			\$	\$	\$	\$	\$	\$

TOTAL CREDIT TO BE BROUGHT FORWARD	\$
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APHIS FORM 80-R
(MAR 96)

(Local Reproduction Authorized)

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FIGURE L-1-3 Example of APHIS Form 80-R, Export Certificate Record (blank)


[illegible]


FIGURE L-1-4 Example of APHIS Form 94, Record of Public Funds Received (blank)

UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE HEALTH CERTIFICATE EXPORT CERTIFICATE Animal Products	FOR OFFICIAL USE ONLY PORT <u>Milwaukee</u> DATE <u>9/26/02</u> AND NO. <u>C23457</u>
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This is to certify that rinderpest, foot-and-mouth disease, hog cholera, swine vesicular disease, African swine fever, bovine spongiform encephalopathy, and contagious bovine pleuropneumonia do not exist in the United States of America.

ADDITIONAL DECLARATION



 <small>(SIGNATURE OF ENDORSING OFFICIAL)</small>	Marvin Martin <small>(TYPED NAME)</small>	APHIS Officer <small>(TITLE OF ENDORSING OFFICIAL)</small>
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NAME AND ADDRESS OF EXPORTER	DESCRIPTION OF THE CONSIGNMENT	NAME AND ADDRESS OF CONSIGNEE
House of Wisconsin Cheese 107 State Street Madison, WI 53703	1 Case Knight's Vail Cheese Cheese product of bovine origin	Barbosa Cheese Shop 1381 Campinas Sal Paulo Brazil
PRODUCT (quantity, unit of measure, and kind)		
IDENTIFICATION HOW Cheese ID Case #ANC 37943	CONVEYANCE United Airlines Flight 35731	

No liability shall attach to the United States Department of Agriculture or to any officer or representative of the Department with respect to this certificate.

VS FORM 16-4 (MAR 99)

FIGURE L-1-5 Example of VS Form 16-4, Export Certificate for Animal Products

